

Business Continuity/Disaster Recovery Shared Services Group

August 16, 2006 Meeting Notes

Agenda

1. Review agency experience using the “Agency Disaster Recovery Plan – Standard Contents Recommended Contents” document as a guide in developing an individual agency disaster recovery plan
2. Discuss what steps the group should take next

The July 26 meeting was cancelled to allow time for agencies to work on their individual agency disaster recovery plan.

1. Review agency experience using the “Agency Disaster Recovery Plan – Standard Contents Recommended Contents” document as a guide in developing an individual agency disaster recovery plan

The consensus was that use of the document as a guide did not cause concern and did provide some structure regarding content. At least one agency indicated that they were going to place some of the detail disaster recovery text in appendices in order to avoid having to gain approval every time a minor change was made to the disaster recovery plan.

The current document does not specify form or format. It specifies the content. There was some discussion during the meeting that perhaps a common form and format would provide a level of interoperability between plans and agencies' staff. It was agreed that as agency plans evolve, a common form and format should be considered, but that we should crawl before we walk and walk before we run – at least for now.

2. Discuss what steps the group should take next

In addition to continuing the development of individual agency disaster recovery plans, it was agreed that assumptions and dependencies should be the next topic addressed. The assumptions and dependencies from those agencies that have progressed far enough to identify them will be gathered, categorized and made available for discussion at the next meeting.

After a discussion of assumptions and dependencies within the BC/DR Shared Services group occurs, it may be appropriate to discuss them with those identified in the assumption and/or dependency.

Please note: Although it was not noted during the meeting, the NITC disaster recovery standard that the BC/DR Shared Services Group revised as part of the annual review was accepted by the NITC at the August 4, 2006 meeting. The document can be viewed at <http://www.nitc.state.ne.us/sgc/workgroups/sharedservices/index.html>.